

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

MAINTENANCE MECHANIC SUPERVISOR

JOB DESCRIPTION

Employees in this job supervise the installation, repair, and maintenance of mechanical equipment and systems in a state facility or for a group of buildings. The employee is required to plan and assign the work of subordinate employees, to review work performance and products to ensure conformance with established methods, policies, and procedures.

There is one classification in this job.

Position Code Title – Maintenance Mechanic Supervisor

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The employee serves as a first line supervisor, directing and coordinating activities of several units of skilled journeyman mechanics, plumbers, welders, electricians, and maintenance trades people.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Requisitions and/or purchases supplies, materials, and tools.

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Estimates cost of materials needed to accomplish tasks.

Inspects buildings in order to determine maintenance needs by visual observation, gages, meters, and other test devices.

Studies blueprints and diagrams in order to plan material and labor needed to accomplish tasks.

Operates machines and other equipment to observe operation and diagnose malfunctions or to test repaired equipment.

May develop specifications from general description of parts of assemblies to be fabricated and draw or sketch device to be made.

Performs related work appropriate to the classification as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Considerable knowledge of the standard methods, principles, practices, tools and equipment of the maintenance trades.

Considerable knowledge of electric motors, generators, pumps, pressure systems, water systems and other equipment and systems of the maintenance trades.

Considerable knowledge of the occupational hazards and safety precautions of mechanical and electrical maintenance.

Considerable knowledge of the principles of mechanical equipment design and fabrication.

Some knowledge of employee policies and procedures.

Some knowledge of equal employment opportunity and affirmative action practices.

Some knowledge of labor relations and appropriate labor contracts.

Ability to instruct and supervise employees and facility residents.

Ability to plan and design projects, and work from sketches, blueprints, and manuals.

Ability to monitor and evaluate programs and organizational performance in order to assess efficiency and effectiveness.

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Working Conditions

Some jobs require an employee to work in an environment that involves exposure to unpleasant odors.

Physical Requirements

The job duties require an employee to bend, stoop, reach, or stand, extended periods.

The job duties require an employee to move heavy objects.

Education

Educational level typically acquired through completion of high school.

Experience

One year of experience equivalent to a crew leader in a recognized skilled maintenance trade.

OR

Two years of experience equivalent to the experienced level in a skilled maintenance trade.

Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

MNTMCHSPV

Job Code Description

Maintenance Mechanic Supervisor

Position Title

Maintenance Mechanic Supervisor-1

Position Code

MANTSPV1

Pay Schedule

NERE-069

ECP Group 3
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NN/VLWT/mtu